



NOTICE OF SOLICITATION

SERIAL 06157-C

INVITATION FOR BID FOR: INSTITUTIONAL MATTRESSES (NIGP 41003)

Notice is hereby given that Maricopa County is conducting a reverse auction electronically through an outside agent, RFP Depot, until 11:00 A.M./M.S.T. on **MARCH 29, 2007** for the furnishing of **INSTITUTIONAL MATTRESSES** for Maricopa County.

To participate in this bidding process, register at RFP Depot or contact RFP Depot at the following:

To register with RFP Depot, please go to www.rfpdepot.com and click on the blue 'Register' link. Registration has no cost, and will allow you to access all of the bid information, receive bid notifications, and submit an offer.

For assistance, please contact RFP Depot Vendor Support Department via phone or email, during regular business hours:
800-990-9339 or support@rfpdepot.com

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Invitation for Bid must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS INVITATION FOR BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT www.rfpdepot.com or <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS INVITATION FOR BID WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

DIRECT ALL INQUIRIES TO:

Andrea Stupka
PROCUREMENT OFFICER
TELEPHONE: (602) 506-3504

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

TABLE OF CONTENTS

NOTICE

TABLE OF CONTENTS

NO RESPONSE DOCUMENT

M/WSBE CONTRACT PARTICIPATION

SECTION:

1.0 INTENT

2.0 SPECIFICATIONS

3.0 SPECIAL TERMS & CONDITIONS

ATTACHMENTS (separate):

ATTACHMENT A – PRICING

ATTACHMENT B – AGREEMENT/SIGNATURE PAGE

ATTACHMENT C – REFERENCES

EXHIBITS:

EXHIBIT 1 VENDOR REGISTRATION PROCEDURES

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR BID

M/WSBE CONTRACT PARTICIPATION

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

INVITATION FOR BID FOR: INSTITUTIONAL MATTRESSES (NIGP 41003)

1.0 INTENT:

The intent of this Invitation for Solicitation is to establish a contract for mattresses for the Maricopa County Sheriff's Department Correctional Facilities and Juvenile Detention Facilities.

2.0 SPECIFICATIONS:

2.1 TECHNICAL REQUIREMENTS:

2.1.1 Sheriff's Mattresses:

2.1.1.1 Size:

2.1.1.1.1 30" W x 75" L x 3" D (thick)

2.1.1.2 Core:

2.1.1.2.1 Mattress insert shall utilize CR Safeguard® foam cushioning or equal and be approved by the Arizona State Fire Marshall.

2.1.1.2.2 Full depth (no coring allowed).

2.1.1.2.3 Flammability characteristics of the mattress cushioning shall not be affected by exposure to water.

2.1.1.2.4 Contractor shall submit testing sheet with approval from a Nationally approved testing laboratory. No self-testing is permitted.

2.1.1.2.5 The item bid shall meet or exceed the established criteria.

2.1.1.3 Cover Material:

2.1.1.3.1 No migration of chemicals shall occur as a result of cover usage.

2.1.1.3.2 The material shall be 11 oz. per square yard soft vinyl ticking, resistant to tearing, bacteria, stain, and mildew and shall be flame retardant.

2.1.1.3.2.1 Vinyl shall be polymeric to ensure compatibility with cushioning to best prevent cracking.

2.1.1.3.3 Self sanitizing, waterproof, self deodorizing and non-allergenic color, beige.

2.1.1.3.4 Fabric base shall be a stretch knit fabric to help prevent punctures.

2.1.1.4 Labeling:

2.1.1.4.1 Shall be in compliance with applicable State and Federal standards.

2.1.1.4.2 Information will include mattress size, date of manufacture and the manufacturer's name.

2.1.1.4.3 Label shall be of a cloth type attached by the seam stitching on one end of the mattress.

2.1.1.5 Construction:

2.1.1.5.1 Four-corner box style with two inverted side seams centered on the full mattress length.

2.1.1.5.1.1 Seams shall be located on the sides of the mattress utilizing Federal STD-751, stitch type 301 with a single Lock stitch and nylon bonded thread

2.1.1.5.2 One end closure seam located on the bottom of one end extending the full width of the mattress.

2.1.1.5.3 Single lock stitch with nylon thread.

2.1.1.5.4 Sewing shall consist of 6-8 stitches per inch on seams and end closure.

2.1.1.6 Safety Standards:

2.1.1.6.1 Completed mattress shall be in accordance with the National Bureau of Standards, the Arizona State Fire Marshall and any of the following applicable fire codes.

2.1.1.6.1.1 California Technical Bulletin # 129 and # 603

2.1.1.6.1.2 NFPA 267-98

2.1.1.6.1.3 ASTM-662 MVS Smoke Chamber

2.1.1.6.1.4 ASTM D-2863

2.1.2 Juvenile Mattresses:

2.1.2.1 Size:

2.1.2.1.1 30" W x 75" L x 4 1/2" D (thick) with pillow

2.1.2.2 Core:

2.1.2.2.1 Mattress insert shall utilize CR Safeguard® foam cushioning or equal.

2.1.2.2.2 Full depth (no coring allowed).

2.1.2.2.3 Fire Seal, CR LS-200 (c), CR Safeguard, and neoprene have been approved by the Arizona State Fire Marshall.

2.1.2.2.4 Flammability characteristics of the mattress cushioning shall not be affected by exposure to water.

2.1.2.2.5 Contractor shall submit testing sheet with approval from a Nationally approved testing laboratory. No self-testing is permitted.

2.1.2.2.6 The item bid shall meet or exceed the established criteria.

2.1.2.3 Cover Material:

2.1.2.3.1 No migration of chemicals shall occur as a result of cover usage.

2.1.2.3.2 The material shall be 11 oz. per square yard soft vinyl ticking, resistant to tearing, bacteria, stain, and mildew and shall be flame retardant.

2.1.2.3.2.1 Vinyl shall be polymeric to ensure compatibility with cushioning to best prevent cracking.

2.1.2.3.3 Self sanitizing, waterproof, self deodorizing and non-allergenic color, beige, grey or green.

2.1.2.3.4 Fabric base shall be a stretch knit fabric to help prevent punctures.

2.1.2.3.5 Staph-Cheek #44 XL.

2.1.2.4 Construction:

2.1.2.4.1 Four-corner box style with two inverted side seams centered on the full mattress length.

2.1.2.4.1.1 Seams shall be located on the sides of the mattress utilizing Federal STD-751, stitch type 301 with a single Lock stitch and nylon bonded thread

2.1.2.4.2 One end closure seam located on the bottom of one end extending the full width of the mattress.

2.1.2.4.3 Single lock stitch with nylon thread.

2.1.2.4.4 Sewing shall consist of 6-8 stitches per inch on seams and end closure.

2.1.3 Packaging:

2.1.3.1 Mattresses shall be shipped in polybags.

2.1.3.2 Mattresses shall be packaged in groups of four (4).

2.1.4 Workmanship

2.1.4.1 Shall be first class in every respect. The cover must not be loose. There shall be no skips in seams, and loose threads are to be trimmed. All tags must be marked correctly. Any defects that will affect appearance or serviceability of the finished mattress shall be cause for rejection.

2.2 USAGE REPORT:

The Contractor shall furnish the County upon request a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.3 DELIVERY:

Delivery shall be F.O.B. Destination within thirty (30) days of receipt of Using Agency purchase order, to any delivery location within Maricopa County.

2.4 EXPEDITED DELIVERY:

2.4.1 If the Using Agency determines that rush shipping or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Using Agency.

2.4.2 The Using Agency shall not advise the Contractor to proceed with an expedited shipment until acceptable terms are agreed upon and a purchase order is issued. Upon agreeing to the additional costs, the Using Agency shall advise the Contractor to proceed.

2.4.3 Upon receipt of material(s) and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed agreed to costs. The Using Agency shall retain all documents related to these costs within the agency purchase file.

2.5 SHIPPING DOCUMENTS:

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

2.5.1 Contract Serial number.

2.5.2 Contractor's name and address.

2.5.3 Using Agency name and address.

2.5.4 Using Agency purchase order number.

2.5.5 A description of product(s) shipped, including item number(s), quantity (ies), number of containers and package number(s), as applicable.

2.6 SAMPLES:

The Contractor may be requested to furnish samples of material(s) bid for examination by the County. Any materials so requested shall be furnished within fourteen (14) working days from the date of request and furnished at no cost to the County and sent to the address designated in the requesting correspondence.

2.7 TESTING:

Unless otherwise specified, materials purchased will be inspected by the Using Agency to ensure the materials meet the quality and quantity requirements of the Specifications. When deemed necessary by the County, samples of the materials may be taken at random from stock received for submission to a commercial laboratory or other appropriate agency for analysis and tests as to whether the materials conform in all respects to the Specifications. In cases where commercial laboratory reports indicate that the materials do not meet the Specifications, the expense of such analysis shall be borne by the Contractor.

2.8 ACCEPTANCE:

Upon delivery, the material(s) shall be deemed accepted and the warranty period shall begin. All documentation shall be completed prior to final acceptance.

2.9 STOCK:

The Contractor shall be expected to stock sufficient quantities as may be necessary to meet the County's needs.

2.10 DISCONTINUED MATERIALS:

2.10.1 In the event that a manufacturer discontinues materials, the County may allow the Contractor to provide a substitute for the discontinued item or may cancel the Contract. If the Contractor requests permission to substitute a new material, the Contractor shall provide the following to the County:

- 2.10.1.1 Documentation from the manufacturer that the material has been discontinued.
- 2.10.1.2 Documentation that names the replacement material.
- 2.10.1.3 Documentation that provides clear and convincing evidence that the replacement material meets or exceeds all specifications required by the original solicitation.
- 2.10.1.4 Documentation that provides clear and convincing evidence that the replacement material will be compatible with all the functions or uses of the discontinued material.
- 2.10.1.5 Documentation confirming that the price for the replacement is the same as or less than the discontinued material.

2.10.2 Material discontinuance applies only to those materials specifically listed on any resultant contract. This will not apply to catalog items not specifically listed on any resultant contract.

2.11 WARRANTY:

The minimum warranty period shall be twelve (12) months for both parts and labor. Warranty repair and/or replacement shall be performed at no additional charge to the County. All warranty periods shall begin upon acceptance by the Using Agency.

2.12 BRAND NAME:

The County reserves the right to request samples to determine quality and acceptability of materials bid by Contractor. In some cases, brand names have been listed in order to define the desired quality and are not intended to be restrictive or to limit competition. Materials substantially equivalent to those designated shall qualify for consideration.

2.13 INVOICES AND PAYMENTS:

2.13.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- 2.13.1.1 Company name, address and contact
- 2.13.1.2 County bill-to name and contact information
- 2.13.1.3 Contract Serial Number
- 2.13.1.4 County purchase order number
- 2.13.1.5 Invoice number and date
- 2.13.1.6 Payment terms
- 2.13.1.7 Date of delivery
- 2.13.1.8 Quantity (number of days or weeks)
- 2.13.1.9 Contract Item number(s)
- 2.13.1.10 Description of Purchase (product or services)
- 2.13.1.11 Pricing per unit of purchase
- 2.13.1.12 Freight (if applicable)
- 2.13.1.13 Extended price
- 2.13.1.14 Total Amount Due

Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.

2.13.2 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be

provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/).

- 2.13.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

2.14 TAX:

Tax shall not be levied against labor. Sales/use tax will be determined by County. Tax will not be used in determining low price.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed-price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options, (or at the County's sole discretion, extend the contract on a month to month bases for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the annual anniversary. Requests for adjustment in cost of labor and/or materials **must** be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

3.4 INDEMNIFICATION:

3.4.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

3.5 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.6 INTERNET ORDERING CAPABILITY:

It is the intent of the County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.7 NO GUARANTEED QUANTITIES.

The Contractor understands and hereby acknowledges that the County makes no representations nor guarantees the Contractor any minimum or maximum number of units of product(s) to be provided under this Contract

3.8 ORDERING AUTHORITY.

3.8.1 The Contractor should understand that any request for purchase of product(s) shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.8.2 County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.8.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the product(s) is the only document necessary for Customers to purchase and for the Contractor to proceed with delivery of product(s) available under this Contract.

3.8.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Contractor.

3.9 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

ANDREA STUPKA, PROCUREMENT OFFICER, 602-506-3504
(astupka@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.10 EVALUATION CRITERIA.

3.10.1 The evaluation of bids shall be based on, but will not be limited to, the following:

3.10.1.1 Compliance with specifications.

3.10.1.2 Price.

3.10.1.3 Determination of responsibility.

3.10.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.11 SUBMISSION PRICE CLARITY.

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.12 CONTRACTOR REVIEW OF DOCUMENTS.

The Contractor must review its Bid submission to assure the following requirements are met.

3.12.1 **Mandatory:** Attachment "A", Pricing;

3.12.2 **Mandatory:** Attachment "B", Agreement; and

3.12.3 **Mandatory:** Attachment "C", References.

3.12.4 **Mandatory:** Contractor shall submit testing sheet with approval from a Nationally approved testing laboratory.

3.12.5 Samples, when requested.

3.13 POST AWARD MEETING:

The Contractor may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

NOTE: CONTRACTORS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR BID.

**ATTACHMENT A
PRICING**

SERIAL 06157

PRICING SHEET:

NIGP CODE: 41003

BIDDER NAME: _____

VENDOR #: _____

BIDDER ADDRESS: _____

P.O. ADDRESS: _____

BIDDER PHONE #: _____

BIDDER FAX #: _____

COMPANY WEB SITE: _____

COMPANY CONTACT (REP): _____

E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ____ YES ____ NO

ACCEPT PROCUREMENT CARD: ____ YES ____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ____ YES ____ NO ____

% REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ____ YES ____ NO ____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ____ YES ____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10	_____	2% 10 DAYS NET 30	_____
NET 15	_____	1% 10 DAYS NET 30	_____
NET 20	_____	2% 30 DAYS NET 31	_____
NET 30	_____	1% 30 DAYS NET 31	_____
NET 45	_____	5% 30 DAYS NET 31	_____
NET 60	_____		
NET 90	_____		

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: _____ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

- ____ NEWSPAPER ADVERTISEMENT
- ____ MARICOPA COUNTY WEB SITE
- ____ POSTAL MAIL PRE-SOLICITATION NOTICE
- ____ E-MAIL PRE-SOLICITATION NOTICE
- ____ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON THE SAME CD AS THE BID AND FORMATTED IN EXCEL '2003. BIDS WILL NOT BE ACCEPTED WITHOUT THE ACCOMPANYING CD IN YOUR SUBMITTAL. ANY RESPONSE NOT CONTAINING THE REQUIRED CD MAY BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

ATTACHMENT A PRICING

1.0 PRICING:

<u>ITEM DESCRIPTION</u>	<u>ESTIMATED ANNUAL USAGE</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1.1 Sheriff's mattresses per Section 2.1.1	3000	\$ _____	\$ _____
1.1.1 Minimum Shipment	_____		
1.1.2 Manufacturer/Style	_____		
1.1.3 Delivery	_____		
1.1.4 Guarantee	_____		
2.1 Juvenile mattresses per Section 2.1.2	150	\$ _____	\$ _____
2.1.1 Minimum Shipment	_____		
2.1.2 Manufacturer/Style	_____		
2.1.3 Delivery	_____		
2.1.4 Guarantee	_____		

ATTACHMENT B

AGREEMENT

Respondent hereby certifies that respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Bid will create a binding Contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

BY SIGNING THIS PAGE THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT IFB CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>, AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

☐ Disadvantaged Business Enterprise (DBE)
☐ Women-Owned Business Enterprise (WBE)
☐ Minority Business Enterprise (MBE)
☐ Small Business Enterprise (SBE)

RESPONDENT SUBMITTING PROPOSAL

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

DEPUTY MARICOPA COUNTY ATTORNEY

DATE

ATTACHMENT C

CONTRACTOR REFERENCES

RESPONDENT SUBMITTING BID: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

4. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

5. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

**EXHIBIT 1
VENDOR REGISTRATION PROCEDURES**

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process.

On-Line Registration is FREE and REQUIRED for all vendors.

Register On-line at www.maricopa.gov/materials

It is required that you select an appropriate commodity code(s) associated with your line of business.

Upon completion of your on-line registration, you are responsible for updating any changes to your information. Please retain your Login ID and Password for future use.

If you have any questions, email us at VendorReg@mail.maricopa.gov.